



WAYNE STATE  
College of Fine, Performing  
and Communication Arts

### Department of Communication

585 Manogian Hall | 906 W. Warren | Detroit, MI 48201  
(313) 577-2943 | communication@wayne.edu | comm.wayne.edu

### Graduate Student Travel Award Application

The Graduate School and the Department of Communication provide travel funds for the scholarly and creative activities of graduate students. These funds are administered by the Department through the Graduate Student Travel Fund Award.

Funds are limited and preference is given to doctoral students, though there is also limited funding for master's students. Normally, funding will be given only to doctoral students who are in their first through fourth years and master's students who are in their first through second years. Exceptions are considered case by case.

The award is available to help fund travel to conferences and professional meetings for presentation of *competitively selected peer-reviewed work* that must have been done in the communication graduate program at Wayne State University. Peer-reviewed work typically is work that has been submitted to a conference through the competitive open-call process.

On a case-by-case basis, travel to conferences and professional meetings to discharge professional association officer duties also may be funded. The officer term must coincide with full-time enrollment in the communication graduate program at Wayne State University. Additionally, on a case-by-case basis, travel for professional development opportunities maybe funded.

Travel awards will be no larger than \$1,000 for travel to national and international conferences/meetings and no larger than \$500 for regional conferences/meetings. Awards may be applied to transportation, hotel, registration, and meal expenses (meals at a rate not greater than the approved Wayne State University per diem).

Normally, students get one travel award per August-August calendar year. On a case-by-case basis, students whose submitted travel expenses for a conference are substantially less than \$1000 may be awarded additional funds for travel to a second conference for an amount that brings the total of all the awarded amounts to \$1000.

The completed application form and the supporting documentation below must be submitted to the Graduate Office at least *three weeks in advance of travel*:

- a) evidence of acceptance of paper/poster, abstract, or creative work after peer-review (e.g., email notification of acceptance or copy of program listing);
- b) title along with the abstract of paper/poster, or the abstract, or a synopsis of the creative work; and
- c) estimated budget (fill the application form and attach documentation for evidence of airfare/mileage and lodging estimate)

If funding is approved, all original receipts must be submitted to Carol Horn for reimbursement no later than 30 days after travel has been completed.

Contact the Director of Graduate Studies for more information. All funding decisions will be made by the Department Chair in consultation with the Director of Graduate Studies.



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**GRADUATE STUDENT TRAVEL AWARD APPLICATION**

The completed application form and a) evidence of acceptance of paper/poster, abstract, or creative work after peer-review, b) title along with the abstract of the paper/poster, or the abstract, or a synopsis of the creative work, and c) estimated budget (fill below and include evidence of airfare/mileage and lodging estimate) to the Director of Graduate Studies at least *three weeks in advance of travel*. If funding is approved, all original receipts must be submitted to the Carol Horn for reimbursement no later than 30 days after travel has been completed.

Student Name: \_\_\_\_\_ Banner ID: 00 \_\_\_\_\_ Access ID: \_\_\_\_\_

Non-WSU Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Conference/Meeting Name: \_\_\_\_\_

Conference/Meeting Is: International: \_\_\_\_ National: \_\_\_\_ Regional: \_\_\_\_

Location: \_\_\_\_\_

Dates You Will be at the Conference/Meeting (From - To): \_\_\_\_\_

Your Role(s) at the Conference (select all that apply):

Peer-Reviewed Paper/Poster/Abstract/Creative Work: \_\_\_\_\_ (provide details separately)

Professional Association Officer: \_\_\_\_\_ (title)

Pre-constituted Panel Paper: \_\_\_\_\_ (title)

Paper/Panel Respondent: \_\_\_\_\_ (title)

Professional Service (e.g., Panel Chair): \_\_\_\_\_ (title)

Other (please describe): \_\_\_\_\_

Estimated Budget:

Airfare: \_\_\_\_\_ Mileage: \_\_\_\_\_ Lodging: \_\_\_\_\_ Meals: \_\_\_\_\_ Other: \_\_\_\_\_ Total : \_\_\_\_\_

Funds Secured from Other Sources? Specify Source and Amount: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

*FOR DEPARTMENT USE ONLY*

Amount Approved: \_\_\_\_\_ Account(s): \_\_\_\_\_ Approved By: \_\_\_\_\_

Name and Signature

Date